



DEPARTMENT OF THE NAVY
BUREAU OF MEDICINE AND SURGERY
7700 ARLINGTON BOULEVARD
FALLS CHURCH, VA 22042

Canc: Sep 15
IN REPLY REFER TO
BUMEDNOTE 1610
BUMED-M09B11
JUL 22 2015

BUMED NOTICE 1610

From: Chief, Bureau of Medicine and Surgery
To: All Internal BUMED HQ Codes

Subj: SEPTEMBER 2015 PERIODIC SENIOR CHIEF AND CHIEF EVALUATIONS

Ref: (a) BUMEDINST 1610.1B
(b) BUPERSINST 1610.10D

Encl: (1) Timeline
(2) Senior Chief and Chief Matrix
(3) Special Instructions for Completing NAVPERS 1616/27 (08-10)

1. Purpose. To announce the Senior Chief (SCPO) and Chief (CPO) Evaluation (EVAL) cycle for all assigned to the Bureau of Medicine and Surgery, Headquarters (BUMED HQ). All periodic SCPO and CPO EVALs have an ending date of 15 September 2015. Delegation of reporting senior authority is contained in reference (a). Enclosures (1) through (3) are provided to assist in the accurate and timely completion of all reports.

2. Action. In order for the reporting senior to ensure accuracy of the reports, each draft report submission shall include a copy of the member's most recent report, last four years of Physical Fitness Assessments (PFA) from the Physical Readiness Information Management System, and an individual input sheet. A sample individual input sheet is contained in reference (b), exhibit 17-1. Enclosure (3) provides special instructions for completing the NAVPERS 1616/27, Evaluation & Counseling Record (E7-E9).

3. Responsibilities

a. Deputy Director's

- (1) Comply with the timelines delineated in enclosure (1).
- (2) Review enclosure (2) for accuracy and notify M09B11 of errors, changes, or updates no later than 10 August 2015.
- (3) Provide draft reports to the Command Master Chief (CMC) no later than 14 August 2015.
- (4) Coordinate with the Code Senior Enlisted for member report debrief. *Note: 2 copies of each report will be provided for member's signature. Reports containing the reporting senior's social security number in block 27 shall be returned to M09B11 after report is completely signed. Members retain the report containing "000-00-000" in block 27 for their records.*

JUL 22 2015

(5) Provide M09B11 with signed report per enclosure (1) (regardless if member has been debriefed). If member has not been debriefed on report then M09B11 will type "Certified, Copy Provided" in the member's signature block. Per reference (b), reports are not to be held waiting for a member to sign.

b. CMC

- (1) Review all draft reports for accuracy.
- (2) Conduct a SCPO/CPO ranking boards as necessary.
- (3) Coordinate with Chief of Staff for final SCPO-CPO rankings.
- (4) Coordinate with Code Senior Enlisted for member debriefs.


c. M09B11

- (1) Comply with the timelines delineated in enclosure (1).
- (2) Provide SCPO/CPO Matrix for Deputy Director's review.
- (3) Provide assistance when requested.
- (4) Ensure all report summary groups are compliant with reference (b).
- (5) Make command and reporting senior copies of signed reports.
- (6) Mail and track all SCPO/CPO reports.

4. M09B11 Point of Contacts: LT Amanda Gardner, 703-681-9042 and YNC Kevin Mahoney, 703-681-6074.

5. Records Management. Records created as a result of this instruction, regardless of media and format, shall be managed per SECNAV Manual 5210.1 of January 2012.

6. Form. NAVPERS 1616/27 (Rev. 08-10), Evaluation & Counseling Record (E7-E9): <http://www.npc.navy.mil/ReferenceLibrary/Forms/NAVPERS/>.


A. M. DIGGS
Chief of Staff
Acting

Distribution is electronic only via the Navy Medicine Web site at:
<http://www.med.navy.mil/directives/Pages/BUMEDHQNotes.aspx>

JUL 22 2015

SCPO/CPO Report Timeline

<u>Date</u>	<u>COG</u>	<u>Event</u>
22 Jul	M09B11	Release SCPO/CPO POA&M
22 Jul - 14 Aug	All Codes	Process draft SCPO/CPO reports
3 Aug	M09B11	Release draft matrix
4-7 Aug	All Codes	Review draft Matrix for accuracy
10 Aug	All Codes	Provide M09B11 with all matrix updates
11 Aug	M09B 11	Finalize matrix
12 Aug	M09B 11	Provide Final Matrix to Deputy Directors and CMC
27-30 Jul	M09B 11	Review all SCPO/CPO summary groups for BUPERSINST 1610.1D compliance
14 Aug	All Codes	Provide CMC with all SCPO/CPO draft reports
19 Aug	CMC	Ranking Board conducted
17 Aug - 14 Sep	CMC/Front Office	Process reports
15-18 Sep	Deputy Directors/CMC	Debrief reports
21 Sep	Deputy Directors	Deliver debriefed reports to M09B11
22 Sep	M09B11	Make reporting senior and command copies of reports
23 Sep	M09B 11	Mail reports to PERS-32

SPECIAL INSTRUCTIONS FOR COMPLETING NAVPERS 1610/2

FITREPs shall be prepared per BUPERSINST 1610.10C to include the information below:

Block 7: BUMED FALLS CHURCH or APPROPRIATE DETACHMENT

Block 15: 15SEP5

Block 17: REGULAR

Block 20: Enter one letter code for each official PFA completed during the reporting period.

Block 21: N/A

Block 26: 00018

Block 28: Implement CNO responsibilities for provision of centralized, coordinated policy development, guidance, and professional advice on health care programs for DON; and oversee direct and indirect systems for providing health care to all beneficiaries.

Block 29: Primary/Collateral/Watchstanding duties. Each should be specifically marked as appropriate with the number of months performed following the entry. Example: PRI: Director, Plans and Policy-12. COLL: Mbr, MPT&E Working Grp-3; Mbr, Awards Board-6, WATCH: CDO-12. Additionally, leave and transit dates should be accounted for in this block as well. Example: LEAVE/TRANSIT: 14AUG02-14AUG21, PFA: Document specific PFA cycle(s) reported in block 20 utilizing the following format: PFA: 14-2/15-1.

Block 30: Date Counseled. Enter the date counseling was performed. If "NOT PERF" enter a brief explanation in block 31. If counseling was not performed because the counseling date did not fall within the reporting period enter "NOT REQ."

Block 31: Name of Counselor (if counseled).
Blank (if block 30 is "NOT REQ").
Explanation (if block 30 is "NOT PERF").

Block 32: Must contain signature of individual counseled.

Block 40: Must contain an entry if an observed report.
Must be blank if Not Observed Performance Evaluation.

Block 44: DEPUTY CHIEF, (CODE)
BUMED
7700 ARLINGTON BLVD
FALLS CHURCH, VA 22042-5117